



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR



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LOS ANGELES, CALIFORNIA 90012


MARK J. SALADINO
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July 7, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Mark J. Saladino
Treasurer and Tax Collector 

SUBJECT: SECURITY MEASURES DURING A BUILDING EVACUATION

This is in response to questions posed by Supervisors Molina and Antonovich regarding the security issues taken by TTC staff during the building evacuation on June 29, 2004.

At approximately 4:30 p.m., we were notified that a building evacuation was ordered. My staff immediately implemented established procedures to secure all cash and checks collected for the day through the windows located in the first floor lobby. After securing all collections, the cashiering staff exited the building.

My office also staffs a remittance processing center in a secured area on the fourth floor. When the staff was ordered to evacuate the building, they immediately suspended the automated processing and secured all payments in a vault before exiting the building.

I can assure you that all cash and checks were secured prior to my employees vacating the building. Once law enforcement officials cleared the building for re-entry, some TTC managers returned to the cashiering and remittance processing areas to prepare the evening deposits and to release some pending wire-transfers. My staff acted in a highly responsible manner and in accordance with established departmental emergency procedures.

However, I am requesting that select TTC staff have priority access to the building once law enforcement allows reentry. This will allow the staff to count and reconcile

Each Supervisor
July 7, 2004

the cash, prepare deposits as required, and complete any wires that may be time sensitive on behalf of the County and/or other governmental jurisdictions (Pool Participants).

Please contact me if you have any questions or wish to discuss this further at 213/974-2101.

C: David Janssen